

# Comparisons of Job Characteristics

**Focus Occupation:** [First-Line Supervisors of Office and Administrative Support Workers \(43-1011\)](#)

**Associated Occupation:** [Training and Development Managers \(11-3042\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 85

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Training and Development Managers (11-3042)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Education and Training	9.2	22.1	13.0	<<	Extensive education and/or training may be required
English Language	11.2	19.4	13.0	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	16.6	16.7	0	Current knowledge level may be sufficient
Personnel and Human Resources	5.6	16.6	10.6	<<	Extensive education and/or training may be required
Administration and Management	8.4	16.0	14.6	0	Current knowledge level may be sufficient
Psychology	6.4	12.3	7.1	<<	Extensive education and/or training may be required
Sociology and Anthropology	4.1	11.4	4.4	<<	Extensive education and/or training may be required
Communications and Media	5.3	11.2	7.0	<<	Extensive education and/or training may be required
Sales and Marketing	5.2	10.4	7.0	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	6.7	3.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 88

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Training and Development Managers (11-3042)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Learning Strategies	7.2	18.5	11.4	<<	Extensive development of skills in this area may be required
Speaking	10.8	16.9	14.0	<	A higher skill level may be required
Instructing	7.8	15.5	11.1	<<	Extensive development of skills in this area may be required
Coordination	9.1	13.9	13.3	0	Current skill level may be sufficient
Active Learning	8.7	13.6	11.2	<	A higher skill level may be required
Management of Personnel Resources	6.9	13.6	12.3	<	A higher skill level may be required
Monitoring	9.9	13.6	13.6	0	Current skill level may be sufficient
Management of Financial Resources	3.3	12.8	6.4	<<	Extensive development of skills in this area may be required
Time Management	8.9	12.6	12.5	0	Current skill level may be sufficient
Persuasion	7.4	12.2	11.1	0	Current skill level may be sufficient
Systems Evaluation	6.4	11.3	8.8	<	A higher skill level may be required
Management of Material Resources	3.7	7.7	6.2	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Training and Development Managers (11-3042)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	17.2	15.1	<	Some improvement in abilities may be required
Speech Clarity	10.2	17.0	13.4	<<	Extensive improvement in abilities may be required
Written Expression	9.8	14.8	12.3	<	Some improvement in abilities may be required
Written Comprehension	11.0	14.2	12.2	<	Some improvement in abilities may be required
Deductive Reasoning	10.6	14.1	11.2	<	Some improvement in abilities may be required
Speech Recognition	9.9	14.1	12.5	<	Some improvement in abilities may be required
Originality	7.6	12.6	10.7	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	12.5	10.0	<	Some improvement in abilities may be required
Memorization	5.6	8.9	7.2	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 73

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Training and Development Managers (11-3042)**

Work Activities	Exclusivity of Activity
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Conduct training for personnel	30
Develop budgets	56
Develop policies, procedures, methods, or standards	21
Explain rules, policies or regulations	48
Orient new employees	59
Plan meetings or conferences	77
Schedule or contract meeting facilities	80
Write employee orientation or training materials	80

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 79

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Training and Development Managers (11-3042)**

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Content management software	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.